



EMPLOYMENT OPPORTUNITY
CHILD & FAMILY WELL-BEING PROGRAM
ADMINISTRATIVE ASSISTANT

Summary:

The Alexis Nakota Sioux Nation Child & Family Well-being program provides Prevention, Early Intervention, FNCFS Representative services, advocacy and Post Majority Supports to Children, youth, families and Members facing difficulties. The Child & Family Well-being Program, (CFWP) is a team -oriented organization that offers a personalized, trauma-informed approach to the delivery on services and supports in an environment of cultural respect and support. The CFWP is looking for an administrative assistant to provide clerical support for the program.

Qualifications and Responsibilities

- Grade 12 Diploma with a minimum three years' experience in related field
- Certificate or diploma in office administration
- Use advanced PC applications to create and maintain spreadsheets and databases.
- Implements, monitors, and administers a central filing data system for the program
- Provides quarterly statistical reports, and additional reports as requested
- Keep record of staff employee schedules
- Must have strong knowledge and proficiency in Microsoft Office (Word, Publisher, Excel, Power point and outlook) is required
- Be willing to learn finance reporting system.
- Prepare monthly financial reconciliations.
- Assist with vendor management and processing invoices
- Maintaining the office: including ensuring supplies are stocked, running errands, and picking up/ordering supplies and office equipment when required.
- Be willing to learn new finance reporting system
- Enthusiastic and positive attitude
- Resourceful, and ability to problem solve
- Maintain a high degree of confidentiality
- Trustworthy and reliable
- Other duties as assigned by the Program Director

Duration: Permanent with 3 months probation

Please submit cover letter and resume to: Bertha Anderson, Director

Email: bertha.anderson@ansn.ca

Compensation: Based on salary grid

Deadline: January 31, 2025 @ 4:00 pm